



# Health Services

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April 2, 2007

TO: Each Supervisor

FROM: Bruce A. Chernof, M.D.  
Director and Chief Medical Officer

SUBJECT: **AGREEMENT WITH THE RADISSON HOTEL**

At the Board meeting of March 13, 2007, the Board approved the Director of Health Services to sign an Agreement with the Radisson Hotel-Los Angeles Westside for space and catering services for the October 16-17, 2007 Department of Health Services patient Safety Seminar. The Board also approved the Director of Health Services, or his designee, to sign substantially similar agreements with similar hotel sites and services through December 31, 2010. The Board requested at that time that the Director of Health Services report back to the Board within 90 days with information about reducing costs of the Department's future Patient Safety Seminars, such as inviting in-State speakers. This memo details some of the actual and intended actions by the Department to reduce cost related to this annual event.

Conference planners have taken the following actions to reduce costs for the seminar planned this year:

1. Secured a site which does not charge a conference room rental fee: Conference planners have negotiated a contract with the Radisson-Westside that includes a provision in which there is no charge for conference room facilities (over 15,000 square feet with 12 separate rooms) over the course of the two-day event.
2. Opened seminar to public: In prior years the seminar was open only to DHS staff. Conference planners will open the seminar to the public, should space still be available, and will charge public attendees the full person cost to offset the costs incurred by DHS staff. In addition, grant funding in the past was denied because the seminar was not open to the public. Opening the seminar to the public will increase the possibility that funding through grants can be secured.
3. Identifying local or no charge speakers: Out of the 22 planned speaking sessions, conference planners have identified 10 of those sessions where instructors will speak free of charge.

Conference planners will take the following actions to reduce costs for seminars planned in future years:

1. California Endowment: Conference planners will work with the California Endowment to secure space and catering services for future programs if the facility meets the seminar needs.
2. Grant and Charitable Opportunities: Conference planners will continue to look for grant opportunities to fund the seminar. Program planners will communicate with local charitable healthcare organizations, such as Kaiser Permanente, to determine if charitable donations made to conduct the seminar are possible.
3. Catering Cost: Conference planners will work with catering managers to identify opportunities for reduced catering costs such as offering banquet-style servings over plated servings.
4. Parking: Conference planners will work with identified conference locations to secure reduced rate, or no-charge, parking services.
5. Local speakers: Conference planners will continue to identify local experts, whenever possible, to reduce associated travel fees.
6. Income: Conference planners will determine with County Counsel if non-DHS staff attending the event, can be charged higher than anticipated per person cost to help offset overall conference costs.

I hope this information is helpful in addressing your concerns. Please contact me should you have any questions or suggestions related to the recommendations above.

BC:RS:LS:la  
703:004

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors